

Workforce Accelerator Fund 7.0

Project Launch Webinar

An Adobe Connect Webinar

Audio conference line:

(888) 557-8511 Passcode: 8493145

Please use the chat feature for questions or interaction

Agenda

- Project Logistics and Resources
- Monthly and Quarterly Narrative Reporting
- CalJOBS
- WIOA General Eligibility
- Timeline
- State Contacts

Project Logistics

Project Term Dates	
Start Date	05/01/2019
End Date	09/30/2020

Project Resources

- Resources for Grant Subrecipients
 - ✓ Request For Proposal (RFA)
 - ✓ WAF Frequently Asked Questions (FAQ)
 - ✓ EDD Guidance - Directives and Information Notices
 - ✓ Subscribe Get Email Updates

Resources for Grant Subrecipients

The California Employment Development Department, in coordination with the California Workforce Development Board, awards grants to qualifying organizations to fund a variety of workforce development programs. The awardees, also known as subrecipients, carry out project activities toward successful grant goal attainment. Subrecipients can find resources to assist them in managing effective projects.

- Frequently Asked Questions

Find the answers to your questions in this collection of frequently asked questions sorted by major project or initiative topics:

- [CalJOBS for Subrecipients](#)
- [Disability Employment Accelerator \(DEA\)](#)
- [High Road Training Partnerships \(HRTTP\)](#)
- [National Dislocated Worker Emergency Grants](#)
- [Proposition 39 and Regional Industry Clusters of Opportunity Assembly Bill 118 \(RICO\)](#)
- [Supervised Population Workforce Training Grant - Assembly Bill 2060](#)
- [Veterans' Employment-Related Assistance Program \(VEAP\)](#)
- [Workforce Accelerator Fund \(WAF\)](#)

- [Project Management Resources](#)

Project management forms, helpful links and resources to assist subrecipients with the management of the grants.

- [Project Management Guidance](#)

A list of important resources to guide subrecipients through project management, implementation, performance, fiscal, reports, and close-out procedures.

- [Find your EDD Project Manager](#)

Project Manager listing with their respective program assignments and contact information.

www.edd.ca.gov/Jobs_and_Training/Grant_Subrecipient_Resources.htm

Monthly Narrative Report:

First Two Months

Project Monthly Narrative Report

Submit to WSBProjectManagement@EDD.ca.gov
By the 20th of each month for the previous month's activities

Organization Name: _____ Initiative: **WAF 7.0**
Project Contact: _____ Grant Codes: _____
Contact Email: _____ Telephone: _____

Date of Report		Report Period-month/year	
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1. Discuss your accomplishments toward the project goals during this reporting period, including major activities and achievements.
2. Report actual or anticipated issues, obstacles, delays; and actions taken or planned to resolve them.
3. Enter cumulative expenditures for each fund source:

Cumulative WIOA 15 Percent Expenditures	*Planned Cumulative Expenditures	Cumulative In-Kind Match	*Planned Cumulative In-Kind Match

*Refer to **Exhibit E**, Funding and Expenditure Plan for this month's figures

4. Total Cumulative Participants Enrolled (if applicable):
5. Has the expenditure/participant data reported above been reconciled with the data reflected in the project's CalJOBSSM reports?
☐ Yes or ☐ No (Provide an explanation below.)

Quarterly Narrative Report:

First Report Due October 20th

WAF 7.0



Instructions: E-mail report to EDD Project Manager Inbox State Board Program Manager, no later than **October 20th, 2019.**

Organization: <input type="text"/>	
Project: <input type="text"/>	
Contact Name: <input type="text"/>	Email: <input type="text"/>

Attention:

- Complete quarterly report in its entirety and provide a thorough response when prompted. For additional clarification contact the EDD and CWDB contacts listed above.
- Notify the EDD and CWDB contacts listed above in advance if the report will be submitted late or if you need additional time to complete report.

Progress & Activities

1. Is the project on track to meet project goals as outlined in "Big Idea"?

☐ Yes ☐ No

If **yes**, highlight and elaborate how you are meeting project goals.

If **no**, identify what has changed, why, and any program adjustments being made.

2. Provide status updates on objectives/activities outlined in the 4th Quarter of your Exhibit I Workplan along with next steps. Please note any changes in timeline.

Planned Objective	Action Taken	Next Steps
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Has the project experienced unforeseen challenges and/or barriers this quarter, either specific to the execution of this project or population(s) being served?

☐ Yes ☐ No

If **yes**, provide details on challenges, barriers, partnership changes, and/or course corrections in response to challenges as well as what actions will be taken/planned to address/resolve these issues.

4. Quick Wins: Discuss accomplishments, successes, and milestones during this reporting period, including significant activities and achievements.

Quarterly Success Stories

- Report Participant Success Stories with Quarterly Narrative Report – include:
 - Your agency name and contact information
 - Identify funding source: WAF 7.0/WIOA 15% Discretionary Funds
 - Name of participant and/or employer
 - Description of success, services provided, and type of job obtained with employment status
 - Each story should not exceed a half page

Quarterly Success Stories

- Obtain permission to release information to the public – use one of two options:
 1. Complete form EDD DE 1660 – may be provided by state staff
 2. Complete your own agency's Consent and Release Form

CONSENT AND RELEASE FORM

Authorization and release for EDD to use physical likeness and testimonial statements

Submit Your Success Stories with Quarterly Report to
EDD and CWDB

State Reporting System

www.CalJOBS.ca.gov



The screenshot shows the CalJOBS website interface. At the top, there is a blue header with the CalJOBS logo and a link to 'En Español'. Below the logo, there are input fields for 'Username' and 'Password', and a 'Sign In' button. There are also links for 'Register New User' and 'Forgot Password?'. A central banner features a hand typing on a keyboard with the text 'UI Online SM It's here!' and a description: 'A fast, convenient, and secure way to access claim information, certify for benefits, and manage claims.' with a 'LEARN MORE >' button. Below the banner, there are four buttons: 'Find a Job', 'Find a Candidate', 'Find an Office', and 'More Career Services'. There are also two green buttons: 'More Employer Services'. At the bottom, there is a 'Job Search' section with a search bar and a 'Search' button. The search bar has fields for 'Enter Keyword', 'Enter City', and 'Enter ZIP Code', and a dropdown menu for '10 miles'.

CA.GOV CalJOBSSM

En Español

Username Password Sign In

Register New User Forgot Password?

UI OnlineSM
It's here!

A fast, convenient, and secure way to access claim information, certify for benefits, and manage claims.

LEARN MORE >

Find a Job Find a Candidate Find an Office More Career Services

More Employer Services

Search for jobs in your area.

Job Search Enter Keyword Enter City

Enter ZIP Code 10 miles Search

WAF 7.0

CalJOBSSM Access Request

CalJOBSSM System Access
(WIOA – Statewide Grant Contractors)
Please type-in your information

Requestor Information	
* MIS Admin. Requestor Name:	
* Requestor Email:	
* Phone Number:	
* Office Name:	
* CalJOBS Office ID (State only)	

Requested Accounts (Type: Add/Change/Delete)	Requested Usernames and Passwords will be sent to Requestor by Email		
	User 1	User 2	User 3
* First Name:			
* Last Name:			
* Subgrantee Name			
* Job Title:			
* ZIP:			
* County:			
* Email:			
* Phone:			
* Address			
* Type of Access:			
* Position:	<input type="checkbox"/> Program <input type="checkbox"/> Supervisor <input type="checkbox"/> Staff	<input type="checkbox"/> Program <input type="checkbox"/> Supervisor <input type="checkbox"/> Staff	<input type="checkbox"/> Program <input type="checkbox"/> Supervisor <input type="checkbox"/> Staff

CalJOBS Access Request

- Management Information System (MIS) Administrator Signature Required
 - Signatory Authority for subrecipients without MIS Administrator
- All Sections With (*) Must be Completed
- Return to
 - CalJOBS Operations Unit caljobsadmin@edd.ca.gov
 - Copy State Staff (EDD and CWDB)
- For CalJOBS System Assistance
 - caljobsadmin@edd.ca.gov
 - 916-653-0202

Fiscal Reporting

- Monthly Expenditure Reporting
 - Cash expenditures + Accrued expenditures
 - Due the 20th of the following month
(First report is due June 20th 2019)
- Monthly and Quarterly Financial Reporting Requirements Directive [WSD16-13](#)
- A **Zero Report** must be submitted until you have cumulative any expenses
- For Cash Withdraw Request Assistance
 - CalJOBSCashHelpDesk@edd.ca.gov or 916-653-3431

Participant Reporting

“If it is not in CalJOBS, it does not exist”

CalJOBS Participant Reporting Directive [WSD13-11](#)

- 30-day restriction: Report participant data via CalJOBS within 30 days of first service to avoid loss of data
- Must pull CalJOBS reports to verify data entry

WIOA Eligibility

- **WIOA, Adult and Dislocated Worker**

An individual must:

- ✓ Be 18 years of age or older
- ✓ Be low income
- ✓ Meet Military Selective Service registration requirements (males only)

Selective Service Registration Directive [WSD16-18](#)

This is only a synopsis of general WIOA Eligibility, if you have any questions or concerns, please contact EDD and CWDB staff for specific guidance for your project.

WIOA Eligibility

- **In-School Youth**

An individual must be:

- ✓ 14-21 years old
- ✓ Attending school
- ✓ Low income and have a barrier

- **Out of School Youth**

An individual must be:

- ✓ 16-24 years old
- ✓ Not attending school
- ✓ Have a barrier

WIOA Youth Program Requirements Directive [WSD17-07](#)

This is only a synopsis of general WIOA Eligibility, if you have any questions or concerns, please contact EDD and CWDB staff for specific guidance for your project.

WIOA Eligibility

- **Authorization To Work (ATW)**
 - ✓ Required for Employer-Connected Services:
 - On-The-Job Training
 - Job Referrals
 - Transitional Jobs, Internships and Work Experiences
 - ✓ Follow Your Local Workforce Development Board's Policy
 - Procedures in place for ATW verification

Pathway to Services, Referral, and Enrollment Directive [WSD18-03](#)

This is only a synopsis of general WIOA Eligibility, if you have any questions or concerns, please contact EDD and CWDB staff for specific guidance for your project.

CalJOBSSM Participant Training

Part I

Introduction

Basic Navigation

Customization and
Navigation Tips

Individual
Registration

Part II

WIOA Title I
Application/
Eligibility

Creation of
Participation to
Enroll

Activity Codes and
Case Notes

Participant Reports

Part III

Credential
Attainment and
Measurable Skill
Gains

Closing Activities

Program Exits and
Follow-Ups

Participant Reports

CalJOBSSM Participant Training

Part I

Tuesday
June 4

9:30 am to
11:30 am

Part II

Wednesday
June 5

9:30 am to
11:30 am

1:00 pm to
2:30 pm

Part III

Thursday
June 6

9:30 am to
12:00 pm

Tentative Schedule

CalJOBSSM Participant Training

- Training Request Form to be provided by EDD
- Return to CBUTraining@edd.ca.gov
- Due Date: 5/22/2019

Name of Grant	WAF 7.0		
Participant Grant Code(s)			
CalJOBS Participant Training Request: June 4-6, 2019			
Last Name, First		Email	Organization

CalJOBSSM Fiscal Training



Expenditure
Reports and
Cash Draw

Wednesday
June 12

Time To Be
Determined

Agenda to
Follow

Timeline

Forms	Due
CalJOBS System Access Request	May 10, 2019
CalJOBS Training Request	May 22, 2019
Finalized Exhibits	May 27, 2019

Project Reports	Due
CalJOBS Expenditure	June 20, 2019
Monthly Narrative Report	June 20, 2019
Quarterly Narrative Report	October 20, 2019

**All Submissions, Except CalJOBS Reports,
are Electronic to:**

EDD Project Managers and CWDB Program Analysts

State Contacts

Mayra Fernandez 916-653-8650

Sanae Takigawa 916-654-5595



WSBProjectManagement@edd.ca.gov

Taelor Stamm Taelor.stamm@cwdb.ca.gov

Anastasia Mondy Anastasia.mondy@cwdb.ca.gov



System Issues

CalJOBSAdmin@edd.ca.gov

Participant Reporting Issues

WSBManagementPerformance@edd.ca.gov

Cash Withdraw Issues

CalJOBSCashHelpDesk@edd.ca.gov

CalJOBSSM

It's Your Turn....

